



# JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

## SENIOR MANAGEMENT AUDITOR

\$5,576.00 - \$7,063.00

ENFORCEMENT BRANCH

SACRAMENTO

INTERNAL DEPARTMENTAL ONLY

### RESPONSIBILITIES:

Under the general direction of the Staff Services Manager III, Enforcement Branch, the incumbent is responsible for supervising the Special Investigative Unit (SIU) and the Fraud Grant Audit Unit (FGAU). Staff in the SIU complete compliance reviews of insurance industry SIU's. Staff in the FGAU conduct complex compliance fiscal audits of the county district attorney's offices that receive local assistance grants from the California Department of Insurance (CDI). The incumbent is responsible for overseeing and assisting in developing review programs and plans, reviewing and assigning work, achieving efficiency and effectiveness, recommending program improvements, initiating regulatory and statutory change as needed, and communicating effectively with all levels of departmental management, industry stakeholders, and program participants. Travel is required. **Background check and fingerprinting are required. Free Parking! Close to Light Rail Station.**

### DESIRABLE QUALIFICATIONS:

- Knowledge of principles and practices of organizational management, accounting, and auditing.
- Ability to plan, organize, and direct the work of a group of auditors
- Ability to learn and apply general and specialized accounting and management auditing principles and procedures as used in State Government
- Ability to conduct financial and management duties; plan organize and direct audits of insurance companies; communicate effectively; and analyze data, develop and issue reports and implement appropriate action
- Knowledge of principles and techniques of personnel management and supervision; methods of auditing through electronic data processing systems; applications of probability sampling to auditing
- Understanding of and effectiveness in carrying out State and departmental equal employment opportunity and affirmative action policies
- Ability to work under pressure and perform multiple tasks with accuracy, precision and neatness
- Excellent oral and written communications; ability to foster a teamwork and customer service work environment; ability to use sound judgment and to exercise initiative
- Ability to provide accurate, clear, and timely advice and direction
- Ability to complete assignments in a timely and efficient manner within the form and format prescribed by the program
- Knowledge and proficiency in the use of personal computers and standard office software

### WHO MAY APPLY:

Applications will be accepted from California Department of Insurance employees at the Senior Management Auditor level, those within transfer range, or those with list eligibility. All applications will be reviewed; however, only the most qualified candidates will be interviewed. **All applicants must clearly indicate the basis of their eligibility on the state application.**

**A STATEMENT OF QUALIFICATIONS must be included with the application. The Statement of Qualifications is a narrative discussion of your education, training, experience, and skills as it relates to the desirable qualifications listed above. The Statement of Qualifications serves as documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and be no more than two pages in length.**

**Resumes do not take the place of the Statement of Qualifications. Applicants who fail to submit the Statement of Qualifications will be eliminated from the examination process.**

**APPLICATION PROCEDURE:** Send a completed standard State of California application (STD 678) along with a copy of the **Statement of Qualifications** to Laura Gonzalez, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814.

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

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**PLEASE INDICATE “SENIOR MANAGEMENT AUDITOR, PSN 413-189-4161-HQS” ON THE STATE APPLICATION.** APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. For additional information, please call (916) 492-3308 or email [Laura.Gonzalez@insurance.ca.gov](mailto:Laura.Gonzalez@insurance.ca.gov)

**FINAL FILING DATE:**      **Until Filled**

**PLEASE NOTE:**

**Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to the State Personnel Board for review and the applicant’s name may be removed from the eligibility list.**

**If you are applying for more than one recruitment, a separate state application (std 678) is required for each recruitment for which you would like to be considered.**

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